

MTI Community College

Business Management Diploma

This diploma program is designed to provide you with a broad skill set in business management. The Business Management Program is offered in a self-directed learning format and is not a lecture based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

[More](#)

Entrance Requirements

Grade 12 or Mature Student,

Domestic: Entrance Assessment;

International: Entrance Assessment or IELTS 6.0 or equivalent and Math Assessment

Diploma Requirements

Overall Average of 67%.

Must pass every course in the program by the minimum required mark of 67% except for MS Office courses which must have a pass rate of 75%.

Keyboarding speed of 40 wpm to be eligible for practicum and graduation.

Program Length

Full Time Duration: **41 Weeks**

Includes: Professional Development Days & Stat Holidays

Excludes: Winter Term Break, Spring Term Break & Summer Term Break

Disclaimer: Student intake monthly. MTI Community College reserves the right to revise or cancel any rule, regulation, or description published on our website at any time.

Course List

- Windows 7 (20 hours)
 - Outlook (20 hours)
 - Word Levels I & II (40 hours)
 - Excel Levels I, II & III (60 hours)
 - PowerPoint Levels I & II (40 hours)
 - Microsoft Integration (20 hours)
 - Publisher (20 hours)
 - Business Math (40 hours)
 - Business English (40 hours)
 - Principles & Applications of Accounting (80 hours)
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- Quickbooks (40 hours)
 - SAGE 50 (Simply Accounting) (60 hours)
 - Administrative Skills (40 hours)
 - Business Seminars
 - Fundamentals of Business (60 hours)
 - Marketing (60 hours)
 - Supervisory Skills (40 hours)
 - Keyboarding (40 hours)
 - Practicum (120 hours)
 - Career & Professional Development (20 hours)
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